

**VOLUNTEER OPPORTUNITY: Grants and Fundraising Assistant**

**Why do we need you?**

We are looking for a Grants and Fundraising Assistant Volunteer, who can coordinate our grant and fundraising applications and support us with tasks that include research and writing of proposals. In this role you’ll contributing to the continued success of WWT Llanelli

To do this successfully, you will have time-management and organization skills. You’ll also be able to work independently, managing your own time and tasks; and in a team, helping project timelines and proposals for grants and fundraising.

You’ll have ability to communicate professionally in English or Welsh. You will also be able to help with research and/or writing grants and fundraising proposals. Helping to produce content that will help WWT Llanelli secure new funding streams. You’ll have a friendly and flexible attitude, helping the team to problem-solve and to meet tight deadlines for this role.

**Who will be responsible for your role?** Centre Manager

**Where will you be based?** WWT Llanelli Wetland Centre or hybrid arrangement with some home-based hours

**How much time will it take?** 1-2 days per week from Monday – Friday. We will mutually agree the hours you are able to contribute.

**What will you be doing?**

* Researching and identifying new funding opportunities.
* Summarising any relevant funding opportunities for the team.
* Help to researching information and data necessary for grants and fundraising activities.
* Help to organize proposals and other documents.
* Supporting grants team with proposal writing.
* Help to create timelines with the team to ensure deadlines are met.
* Help to maintain necessary records, files, reports, databases, and resource materials.
* Help the team to work with the wider WWT team to ensure that all project proposals align with organisational, and program strategies.
* Help to establish and maintain connections with funding bodies.
* Performing other duties as assigned

**Who are we looking for / Skills Required?**

To carry out this role, you will need:

* Ability to communicate in English (verbally and in writing).
* Ability to help compile and maintain a variety of documents needed for the research, monitoring, development and submission of a proposal.
* Ability to conduct independent research.
* Ability to work both independently and as part of a team.
* Ability to be flexible and with can do attitude.

**How will you benefit?**

* This is an excellent opportunity to become part of a friendly and dedicated team of staff and volunteers within an internationally important wetland site.
* A chance to use and further develop your administrative skills.
* Enjoy new experiences, learn about Centre operations and explore opportunities for further training.
* An appropriate WWT and Centre role induction and uniform will be provided.
* A discount is available in the café and shop on the days of volunteering.
* Relevant training opportunities will be provided.

We want your volunteering to be a positive and fun experience. You’ll get a warm welcome, including information on training, equipment and other information you need. This will include risk assessments based on your role and any particular support you need.

**General notes**

The exact hours you are able to contribute will be discussed prior to placement.

Getting to the site - WWT Llanelli lies on the northern shore of the Burry Inlet facing the Gower Peninsula and is off the A484 and B4304 to Swansea and is on the Sustrans Celtic Trail Route 4. If arriving by car there is free parking and bike racks are available as well as a covered bike shed. There is no public transport directly to the site. Llanelli bus station is a 40-minute walk away, while from Llanelli Bus Station, you can catch the 110 or 111 bus towards Swansea for a ten-minute ride to nearby Llwynhendy. If you get off at The Joiners Arms pub, it’s then a 25-minute walk the centre.

We regret we are not in a position to reimburse expenses incurred in travelling to and from the centre, but any pre-agreed expenses incurred in the course of your duties will be reimbursed.

This position is entirely voluntary and is therefore unpaid. Any offer of a volunteer opportunity is not intended to create a legally binding contract between us and any agreement may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Date raised: March 2024